



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Business Adjunct Instructor

- Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
- Develop, distribute, and post to Course Management System as approved by department head within the first week of the semester course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, classroom policies, and other information as appropriate.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (photocopies/print-outs) with the registrar at the end of each semester.
- Adhere to all time lines established by the college, particularly with respect to the submission of grade rosters, reporting non-attendance of students, referring students for counseling, withdrawing students from classes for excessive absences, and responding to records inquires and other communications about students in a timely manner.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Keep minimum office hours.

**Qualifications:** A master's degree in business or a master's degree with a minimum of 18 graduate semester hours in the related discipline. The master's degree must be from a regionally accredited college or university. Experience teaching accounting at the college level or high school level required. Candidates must have good instructional techniques; computer knowledge; student-centered attitude; and must be well organized.

**Reports To:** Business Department Head

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator/ADA/Section 504 Coordinator:**

Director of Human Resources (985)448-7929 or (985)448-7930  
1407 Highway 311  
Schriever, LA 70395